

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Rockford Housing Authority</u> PHA Code: <u>IL 06-P022</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2008 (Amendment #1 Dated 03/31/09)</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>1918</u> Number of HCV units: <u>1581</u>					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: A quality home is the Foundation of Society & Community: Quality home life provides hope and the pathway to our goals. Responsible and respectful people deserve the opportunity to contribute to attaining a comfortable, quality home and neighborhood all can have pride in. RHA Partners with the Community and Responsible and Respectful Families to transform Houses into Homes. The Rockford Housing Authority-Quality People, Quality Homes, Quality Neighborhoods-For a Quality Rockford.					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. No revisions					
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: No revisions (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The public may obtain copies of the Rockford Housing Authority 5-Year and Annual Plan at: The Rockford Housing Authority 223 S Winnebago St Rockford, IL 61102 or on the internet at: http://www.rockfordha.org					
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. No revisions					
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.					
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See Exhibit 8.1 Capital Fund Program Annual Statement for IL06S02250109 (ARRA)					
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. No revisions					

8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. No revisions
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. No revisions
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. No revisions (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" No revisions
11.0	Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office. (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

Exhibit 8.1 Capital Fund Program Annual Statement: IL06S02250109 S (ARRA)

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226

Part I: Summary					
PHA Name: Rockford Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06S02250109 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	412,418		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	215,654		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	936,934		0	0
10	1460 Dwelling Structures	2,534,180		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	83,281		0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	4,182,467		0	0
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Activities	0			
23	Amount of line 20 Related to Security - Soft Costs	0			
24	Amount of line 20 Related to Security - Hard Costs	0			
25	Amount of line 20 Related to Energy Conservation Measures	1,853,680			
Signature of Executive Director <div style="display: flex; justify-content: space-between;"> John W. Cressman Date </div>		Signature of Public Housing Director <div style="text-align: right;">Date</div>			

Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Rockford Housing Authority			Grant Type and Number Capital Fund Program Grant No: IL06S02250109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
004 Park Terrace	1410 Management Fee	004		81,857		0	0	In Process
004 Park Terrace	1430 A&E	004		34,194		0	0	In Process
004 Park Terrace	1430 Construction Inspections	004		8,500		0	0	In Process
004 Park Terrace	1450 Parking Lot Resurface & Restripe	004		47,500		0	0	In Process
004 Park Terrace	1460 1st Floor Renovation of Common Areas and Apartment	004		200,000		0	0	In Process
004 Park Terrace	1460 Weatherization of Exterior / Caulk and Paint	004		175,000		0	0	In Process
						0	0	In Process
						0	0	In Process
006 North Main	1410 Management Fee	006		83,645		0	0	In Process
006 North Main	1430 A&E	006		4,240		0	0	In Process
006 North Main	1430 Construction Inspections	006		2,000		0	0	In Process
006 North Main	1450 Parking Lot Resurfacing & Restripe	006		46,734		0	0	In Process
						0	0	In Process
009 Olesen Plaza	1410 Management Fee	009		67,544		0	0	In Process
009 Olesen Plaza	1430 A&E	009		22,240		0	0	In Process
009 Olesen Plaza	1430 Construction Inspections	009		4,500		0	0	In Process
009 Olesen Plaza	1450 Parking Lot Resurfacing & Restripe	009		48,500		0	0	In Process
009 Olesen Plaza	1450 Replace Concrete Approaches from Streets	009		25,000		0	0	In Process
009 Olesen Plaza	1460 1 st Floor Renovation of Common Areas and Apartment	009		200,000		0	0	In Process

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Rockford Housing Authority			Grant Type and Number Capital Fund Program Grant No: IL06S02250109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
014 Low Rises	1410 Management Fee	014		44,731		0	0	In Process
014 Low Rises	1430 A&E	014		74,880		0	0	In Process
014 Low Rises	1430 Construction Inspections	014		11,000		0	0	In Process
014 Low Rises	1450 Parking Lot Resurfacing & Striping with new lighting	014		141,000		0	0	In Process
014 Low Rises	1460 Carpet In Common Areas	014		70,000		0	0	In Process
014 Low Rises	1460 Replace Roof On All 3 Low Rise Buildings	014		200,000		0	0	In Process
014 Low Rises	1460 Ext Renovation @ All Three Sites	014		525,000		0	0	In Process
						0	0	In Process
020 SS West	1410 Management Fee	020		65,755		0	0	In Process
020 SS West	1430 A&E	020		9,367		0	0	In Process
020 SS West	1430 Construction Inspections	020		8,500		0	0	In Process
020 SS West	1450 Replace Concrete/Asphalt Sidewalks & Driveways & Landscape Work	020		201,200		0	0	In Process
020 SS West	1460 Replace Windows	020		79,000		0	0	In Process
020 SS West	1460 Replace Siding	020		143,000		0	0	In Process
020 SS West	1460 Replace Entrance Doors	020		34,500		0	0	In Process
020 SS West	1460 Rebuild Wood Deck	020		5,000		0	0	In Process
020 SS West	1460 Replace Asphalt Shingles	020		34,000		0	0	In Process

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Rockford Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06S02250109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
021 SS East	1410 Management Fee	021		68,886		0	0	In Process
021 SS East	1430 A&E	021		20,733		0	0	In Process
021 SS East	1430 Construction Inspections	021		15,500		0	0	In Process
021 SS East	1450 Landscape Improvements	021		95,000		0	0	In Process
021 SS East	1450 Replace Driveways, Concrete/ Asphalt	021		332,000		0	0	In Process
021 SS East	1460 Upgrade Bathroom Ventilation	021		35,000		0	0	In Process
021 SS East	1460 Replace Siding	021		350,000		0	0	In Process
021 SS East	1460 Replace Kitchen Cabinets	021		115,500		0	0	In Process
021 SS East	1460 Replace Bath Surround/Faucet	021		55,000		0	0	In Process
021 SS East	1460 Replace Windows With Vinyl	021		173,180		0	0	In Process
021 SS East	1460 Replace Asphalt Shingles	021		140,000		0	0	In Process
						0	0	In Process
223 Administration	1502 Contingency	223		83,281		0	0	In Process
				4,182,467		0	0	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Rockford Housing Authority					Federal FFY of Grant: 2009
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
IL22-004 Park Terrace	3/17/10		3/17/12		
IL22-006 N. Main Manor	3/17/10		3/17/12		
IL22-009 Olesen Plaza	3/17/10		3/17/12		
IL22-014 Low Rises	3/17/10		3/17/12		
IL22-020 SS West	3/17/10		3/17/12		
IL22-021 SS East	3/17/10		3/17/12		
IL22-223 Admin	3/17/10		3/17/12		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Exhibit 11.0 Required Submittals (sent under separate cover by Fed Ex)

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

Attachment A. Carbon Monoxide Act

The State of Illinois enacted a new law in 2006 that required carbon monoxide alarms to be installed in residential dwelling units by January 1, 2007. After careful review by legal counsel, the RHA quickly coordinated efforts between vendors and staff to insure all units requiring a carbon monoxide alarm detector had said units installed by the specified deadlines.

On September 22nd, 2006, the Rockford Housing Authority let an Invitation for Bids (#06-0131-CFP) for the purchase of "Combination Carbon Monoxide/Smoke Detectors."

Due date for the bids was September 28th, 2006. A supplier was identified, and Rockford Housing Authority maintenance staff installed the detectors within 30-days to insure compliance with Illinois law.

Current procedures in place:

Housing Choice Voucher (HCV) Program:

- ✓ Carbon Monoxide forms are signed at each move in; and,

Low Income Public Housing (LIPH)

- ✓ A notice was sent to all resident on November 6, 2008 notifying them of the new law and subsequent installation; and,
- ✓ Inspections of the detectors have been incorporated into each unit inspection.

Attachment B. Violence Against Women Act

On January 5, 2006, President Bush signed the Violence Against Women Act into law as Public Law 109-162, which protects women who have been victimized by domestic violence, dating violence and stalking. As a result, the Rockford Housing Authority has updated its Admissions and Occupancy Plan for public housing and its Administrative Plan for Section 8 to reflect the revised policies related to eligibility and continued occupancy.

The Rockford Housing Authority refers victims of domestic violence, dating violence, sexual assault or stalking to other agencies within the area such as WAVE of Winnebago and Boone Counties.

Current procedures in place:

Housing Choice Voucher (HCV) Program:

- ✓ Each voucher participant was notified in writing; and,
- ✓ Violence Against Women notices are signed during recertification appointments

Low Income Public Housing (LIPH)

- ✓ A notice was sent to all residents on February 20th, 2009 notifying them of the new law and their individual rights and protections.

Attachment C. Residents Comments and Minutes from the Public Hearing

A public hearing for the Rockford Housing Authority FY 2008 PHA Plan Amendment was held on March 31, 2009 at 2:00pm to discuss the revisions for funds received under the American Recovery and Reinvestment Act of 2009. There were no residents in attendance and no written comments were received. A copy of the agenda and sign-in sheet is included herein for reference.

Public Meeting
March 31, 2009 – 2:00 P.M.
Rockford Housing Authority
Recovery & Reinvestment Act of 2009
Agenda

Opening Comments	John Crossman
Overview of Recovery & Reinvestment Act of 2009	Sheri Tracy
Stimulus Budget Review	Paul Lindstrom
Closing Statement	John Crossman

No outside parties attended this meeting.

RECOVERY & REINVESTMENT ACT OF 2009

3/31/09

NAME	ADDRESS	PHONE
1. <u>Jodi Stromberg</u>	<u>RHA</u>	<u>489-8750</u>
2. <u>Paula Richardson</u>	<u>RHA</u>	<u>489-8571</u>
3. <u>Cherene Swamy</u>	<u>3063 City View Drive</u>	<u>489-8582</u>
4. <u>Fleet Smith</u>	<u>RHA</u>	<u>489-8579</u>
5. <u>Dorla Bonner</u>	<u>RHA</u>	<u>489-8501</u>
6. <u>Ronella Graham</u>	<u>RHA</u>	<u>489-8512</u>
7. <u>Mentel Triplett</u>	<u>RHA</u>	<u>489-8761</u>
8. <u>Kathy Martin</u>	<u>RHA</u>	<u>489-8572</u>
9. <u>Jeri Billu</u>	<u>RHA</u>	<u>489-8570</u>
10. <u>John Cressman</u>	<u>RHA</u>	<u>489-8570</u>
11. <u>Shirley Ford</u>	<u>RHA</u>	<u>489-8570</u>
12. _____	_____	_____
13. _____	_____	_____

Attachment D. Challenged Elements of the RHA Plan

There were no challenges presented in regards to any elements of this PHA Plan.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the

safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

[x.cfm](#)

Note: This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.

- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>
- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: **Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan**).

- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: **Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan**).

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: **Standard and Troubled PHAs complete annually**).

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.